
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

TO: County Assessors, County Auditors, and County Treasurers

CC: Software Vendors

FROM: Matthew Parkinson, Director of Data Analysis

RE: 50 IAC 26 Phase III Software Testing

DATE: 10/03/2014

The purpose of this memorandum is to provide further guidance on the Phase III local certification and validation round of 50 IAC 26 software testing.

As referenced in the 50 IAC 26 testing memo from July 27, 2012, Phase III local certification and validation testing involves each county submitting to the Department of Local Government Finance ("Department") its proposed property tax management system ("system") and the Department verifying that the county's proposed system meets the standards and requirements contained in 50 IAC 26. To be considered for Phase III local certification, the individual assessment and tax and billing modules of a county's proposed system must have first successfully demonstrated and have been certified under Phase I and Phase II testing. The Department will not consider any system for local certification at the county level that has not first been Phase I and Phase II certified. Unlike the previous round of certification testing for 50 IAC 23, the Department will conduct the testing. Consequently, counties will not need to hire a third-party tester to have their systems certified and validated during Phase III certification.

In December 2014, the Department will be asking counties to electronically submit a list of proposed system modules for local certification and validation. This submission should come in the form of an email directed to James Johnson at jjohnson@dlgf.in.gov and should list the software vendor company and software package name and version of each module of the county's proposed system. The modules subject to testing are CAMA, personal property, sales disclosure, oil & gas, and tax & billing. The Department is aware that not all counties will have an oil & gas module as part of their system. Upon receipt of this information, the Department will review the county's proposed system and verify that it has been Phase I and Phase II certified according the requirements of 50 IAC 26. The Department will then follow-up with the county to schedule a date for a local testing session. The current timeframe for Phase III testing is February 1, 2015 – June 30, 2015; however, the Department may start Phase III testing in advance of the current time frame, depending upon availability in county schedules and the progress of Phase II testing.

The Department tentatively plans to allocate roughly two hours to conduct Phase III local testing for each county. The local testing session will consist of the Department testing evaluator asking county users to demonstrate compliance in four testing areas. The testing scenarios that will be used during the local testing session are attached to this memo. This information may also be found on the Phase III Local Certification and Validation webpage under the “50 IAC 26” section at <http://www.in.gov/dlgf/9152.htm>. Counties should note that the testing scenarios included in the Phase III certification will have also been successfully demonstrated by the individual software vendors during Phase I testing. Please note that the testing areas and scenarios identified are subject to change at the Department’s discretion. While the Department anticipates few, if any changes, to the test areas and scenarios after the release of this memo, the most current version of the test areas and scenarios may be found at the Phase III Local Certification and Validation webpage identified above.

In preparation for the local testing session, the Department will coordinate with each county to identify a date and time for the testing evaluator to visit the assessor’s office and the auditor’s office. Please note that, due to the logistics of trying to schedule visits for all 92 counties, the Department evaluator will plan to visit the assessor’s office and the auditor’s office on the same day. The applicable software vendors are welcome to attend the local testing sessions, but the Department is not requiring the vendors to be present. Furthermore, the Department recommends that a printer with paper be available in the likelihood that the testing evaluator asks for print-outs of screen shots and/or reports from the various tests. An alternative approach is to have all requested screen shots and/or reports saved to a memory storage device (e.g., a flash drive) and provided to the testing evaluator at the end of the testing session.

Upon conclusion of the local testing session – assuming that all tests have been successfully demonstrated – the Department evaluators will ask the county assessor’s office and county auditor’s office to send an email to the contacts shown below, stating that representatives from the county have met with the Department evaluator and have successfully demonstrated that the county’s proposed system is in compliance with the standards and requirements of 50 IAC 26. The Department, then, will issue an official certification letter to the county, stating that the county’s proposed system has been locally certified and validated. **In accordance with 50 IAC 26-18-1(c), all counties must have their systems locally certified and validated by no later than July 1, 2015.**

If you have any questions regarding this information, please feel free to contact Director of Data Analysis Matthew Parkinson at mparkinson@dlgf.in.gov or Compliance Analyst James Johnson at jjohnson@dlgf.in.gov.